Operating Manual

DocuPen RC800

PLANON SYSTEM SOLUTIONS INC.

Redefining The Way We Work

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Canada ICES 003, Issue 3
This Class B digital apparatus complies with Canadian ICES-003.

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Introduction

Thank you for purchasing our DocuPen RC800 portable scanner.

DocuPen RC800 functions as a quick and simple tool that can be taken anywhere to swipe over a smooth flat surface to capture black&white as well as color images.

We recommend that you fully charge your DocuPen before the first use. You can charge the DocuPen by simply plugging it into any USB port. It takes about 40 minutes to fully charge the DocuPen.

This manual provides instructions for scanning documents with the DocuPen RC800 and downloading the scanned images to your PC.

Please read these instructions carefully to obtain optimum performance and longer service life from the unit. Retain this manual for future reference.

In case you have any questions, need further information or experience any kind of difficulties during installation or operation don't hesitate to contact our Customer support at:

docupensupport@planon.com
1-877-DOCUPEN

Check the Contents

The following components are included in your DocuPen product package:

The DocuPen RC800 unit

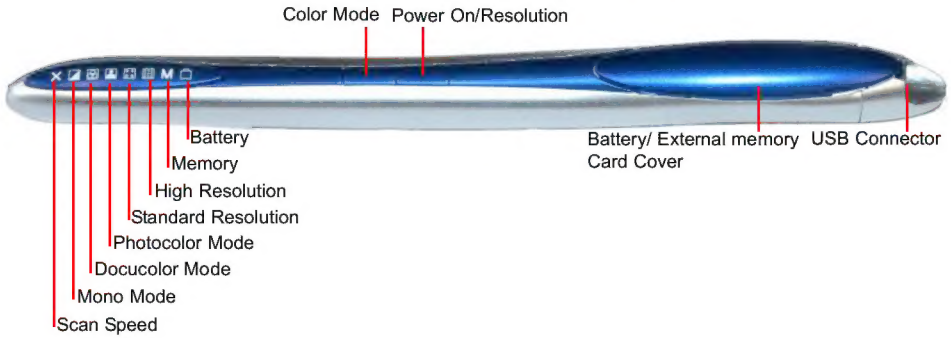
USB cable for communication with PC (Mac) & recharging.

CD DocuPen PenTwain driver, DocuPen stand-alone application & PaperPort Software

Quick Start Guide

Leather Case

DocuPen RC800 Features



The DocuPen Scanner has **two control** buttons on top. On the left-hand side you can see eight LEDs indicating the selected scan settings and on the right you see the **Battery and External memory cover** and the **USB port**. By pressing the control buttons you will be able select the desired color mode and scan resolution. The LEDs on the left-hand side of the scanner will indicate the mode that you have selected.

Power On/Rez (Resolution) Button

Press the **Power On/Rez** button once to turn the DocuPen on. The DocuPen will turn itself on in default or last used configuration. The corresponding LEDs will be on. For details on the various configurations please go to section Scan Settings - LEDs Indicators, page 19.

Press the **Power ON/Rez** button again to select between Standard Rez and Hi Rez setting.There are two Standard Rez and two Hi Rez settings which can be set via the P**en Configuration Dialog Window** explained in Section Scan Settings, p.20.The Rez LEDs will turn on/off accordingly.

Note: After the scan is completed the DocuPen will save the data into its on-board memory and turn itself off automatically. For safety purposes you can also turn the DocuPen off manually by pressing and holding the **Power ON/OFF** button for 5 seconds.

Color Mode Button

Press the Color Mode button to select desired Color mode.There are three color modes available: Mono, Document Color and Photo Color . The Color Mode LEDs will turn on/off accordingly. When both desired **Color mode** and **Rez setting** are selected, you can start gliding the DocuPen down your document.

CAUTION: YOU MUST INSTALL THE DRIVERS BEFORE STARTING TO WORK WITH THE DOCUPEN!

Driver and Software Installation

Before starting to work with the DocuPen RC800 you must install the necessary drivers. Please insert the DocuPen RC800 Installation CD in your CD-drive and simply follow the on-screen instructions.

The DocuPen interfaces with your computer via a proprietary Twain driver. After installation, the DocuPen driver is made available to all Windows Twain-compatible applications, such as PaperPort, Windows Imaging,etc. This ensures that the scanned images can be downloaded to your computer.

DocuPen Driver Platform Requirements: Before you install the DocuPen PenTwain driver, make sure that your computer meets the following minimum system requirements:

Microsoft Windows 2000/NT/ME/XP
CD-ROM for driver installation

After inserting the Installation CD in your CD drive The **RC800 Installer control window** will appear.

By clicking on the corresponding button you will install the PenTwain driver (obligatory), the DocuPen Application(recommended) and the PaperPort software (recommended). The **Docupen Application** will allow you to view the images from your DocuPen without using any additional graphics software.

ScanSoft's PaperPort is one of the leading Document Management Software packages on the market and works seamlessly with our DocuPen. Although you can use any Twain compatible graphics software we recommend PaperPort due to its document editing capabilities

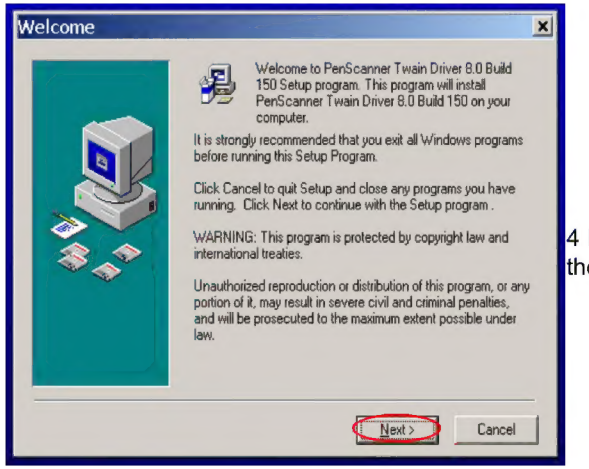
Software Installation (Continued)

Caution: You must be logged on your PC as **Administrator**

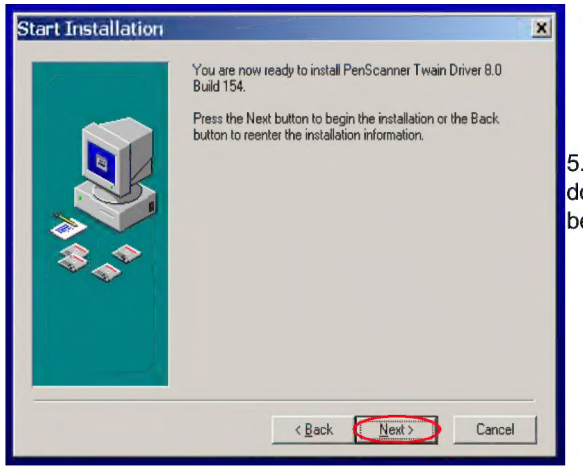
Caution: The DocuPen USB cable **must be disconnected** during installation

We recommend that you close all Windows programs during the loading of PaperPort software
We recommend that you also disable all virus protection software temporarily

1. Insert the DocuPen CD-ROM into your CD drive
2. The CD is auto play, and will self start.
3. In the **control window** please select **PenTwain Driver**

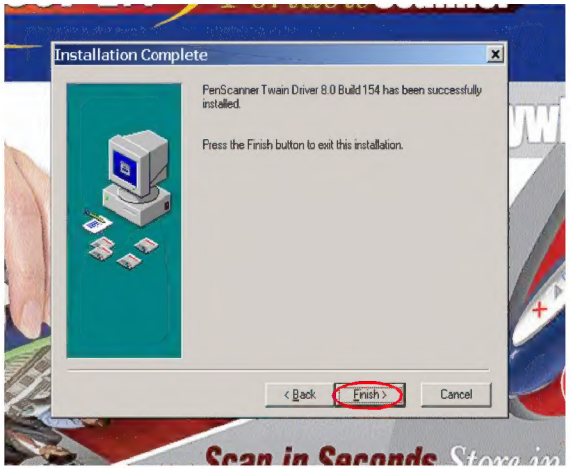


4 In the Welcome window, click the **Next** button



5. In the Start Installation window, click the **Next** button to begin installation

6. The PenTWAIN driver will start installing. You will be prompted to click the **Finish** button to complete the Pen Twain installation.

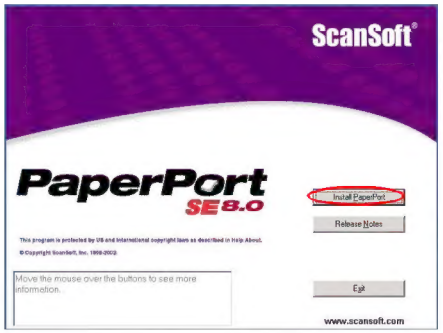


The installation of the Docupen Application (Start by selecting **DocuPen Application** button in the **RC800 Installer control window** is identical, hence not pictured here.

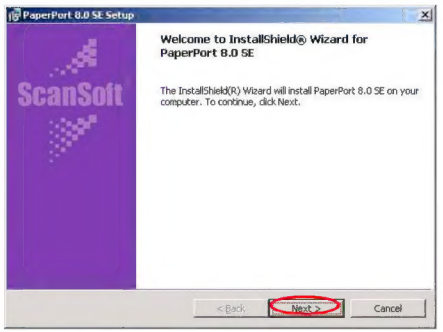
Now you have installed the PenTwain driver and the DocuPen application. You are almost done! As a next step we recommend installing the ScanSoft's PaperPort software package.

Installing the PaperPort Software

1. In the **RC800 Installer control window** select **PaperPort** and simply follow the on-screen instructions

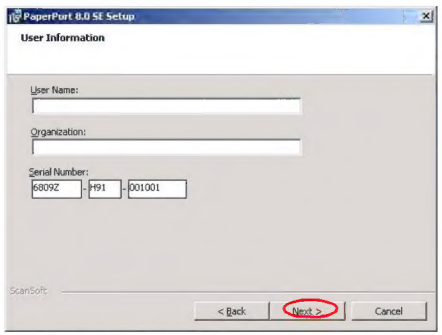


2. In the Welcome window click **Install**

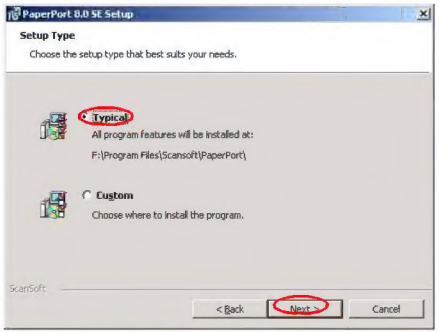


3. In the Setup window click **Next**

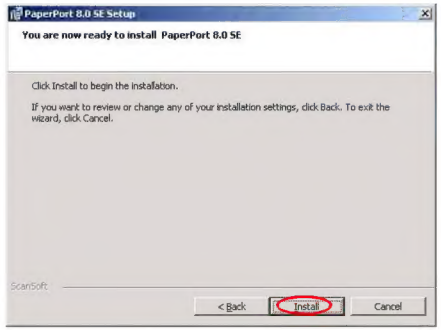
4. Accept License Agreement, click **Next**



5. Fill in user information, click **Next**

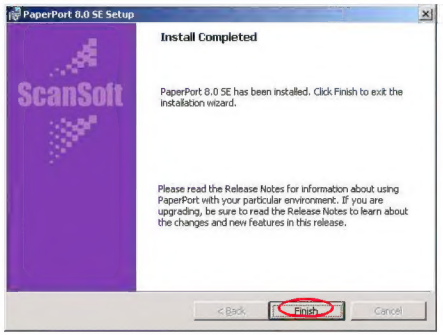


6. Installation Setup - **Typical**, click **Next**



7. Setup Ready to Install, click **Install**

8. Installation complete.

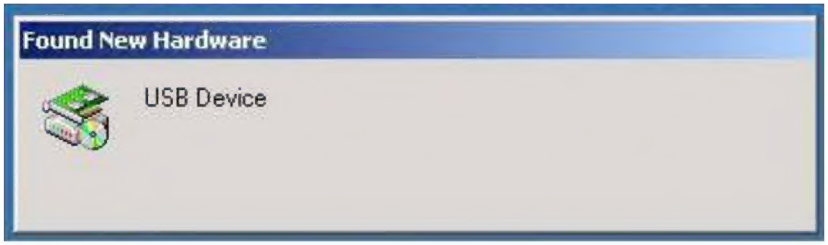


9. Registration window.

Depending on your Operation System a Restart might be required.

Once your computer is restarted, you can safely plug in the USB cable and proceed to the **USB Driver Installation**

You might briefly see a pop-up message from the Hardware Wizard.



CAUTION: Make sure that the Installation CD is in your CD drive

Windows should **self install** the driver from the Installation CD. Please follow the on-screen instructions of the **Found New Hardware Wizard** (shown on the next page)

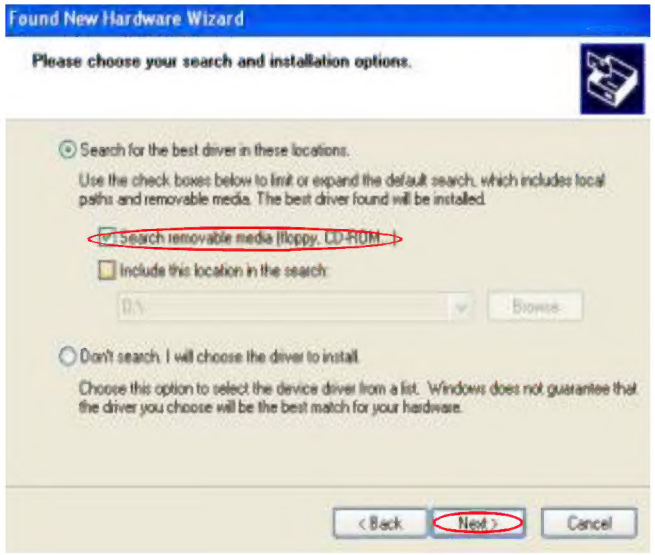
If you need further assistance don't hesitate to contact our Customer care:

docupensupport@planon.com
TOLL FREE 1-877-DOCUPEN

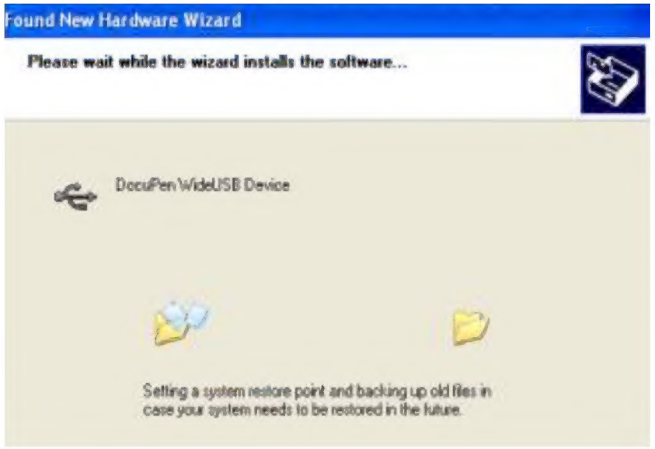
Installing the USB driver

1. In the **Found New Hardware Wizard,** select **Install the software automatically,**
click **Next**

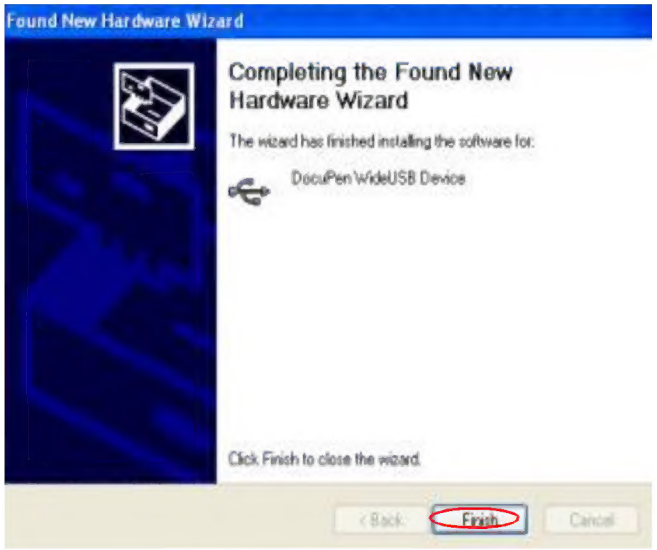
2. Select search removable media .. click **Next**



4. Wait a few seconds while driver is being installed



5. Complete the USB installation by clicking on the **Finish** button



Congratulations! The Software installation is now complete!
Now you are ready to download and edit all images scanned with the DocuPen

Remember: The DocuPen is **completely independent** from the computer i.e. it should not (we recommend that it is not) connected to the USB cable while scanning.

You need to connect to download, calibrate or simply to charge the battery

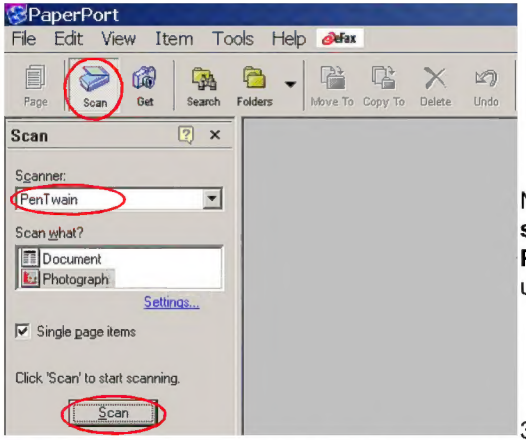
Download the scanned Images to PaperPort

As mentioned before you can use the DocuPen with any TWAIN compatible software package. As, however, we provide you with one of the best Document Management Software packages, i.e. Scansoft's PaperPort we will explain in detail how you download the images from the DocuPen to your PaperPort software

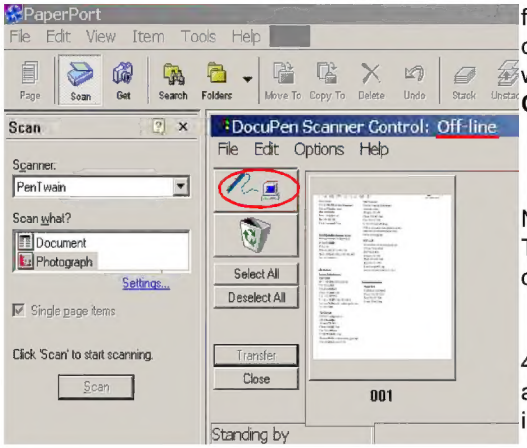
Note: You can also use the stand-alone **DocuPen Application** which will allow to view the thumbnails and save the images without using the PaperPort software. Simply double-click on the image in the **DocuPen Scanner Control window** and it will open up on your desktop.

Please make sure that your DocuPen is CONNECTED to your PC

1. Start the PaperPort Software
2. Select Scan (click on the **Scan button** on the top control menu) and you will see a vertical menu on the left-hand side of the PaperPort window. Choose **PenTwain** from the scroll-down menu under **Scanner:**



Note: You may have **more than one source** in the scroll-down menu, so **PenTwain** must be selected when using the DocuPen.

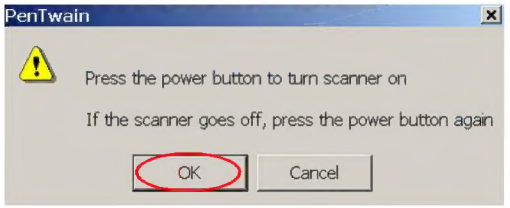


3. After you've selected PenTwain from the scroll-down menu, you can click on the Scan button below. This will open the **DocuPen Scanner Control window**.

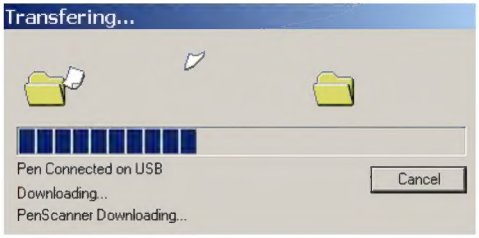
Note: The window indicates **Off-line**. This message changes to **On-line** only during download.

4. Click on the **download** button and a dialog window will appear prompting you to turn the DocuPen ON.

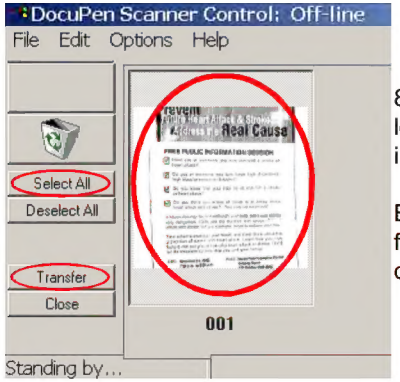
5. In the dialog Click **OK** and press the **Power On** button on your DocuPen



6. The **Transferring...** dialog will pop-up, displaying the status of the download process



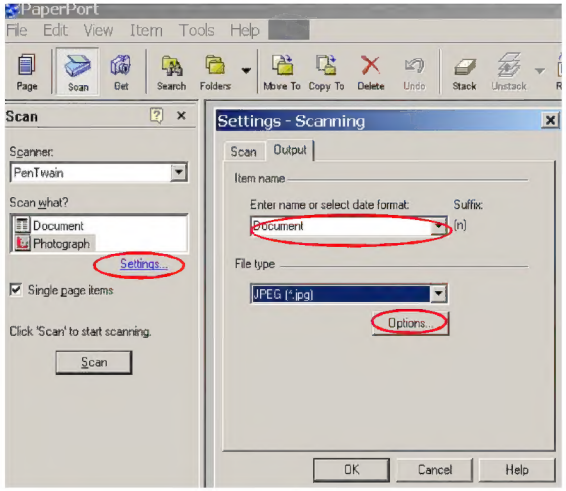
7. When the download is complete you will see thumbnails of the images in the **Docupen Scanner Control** window



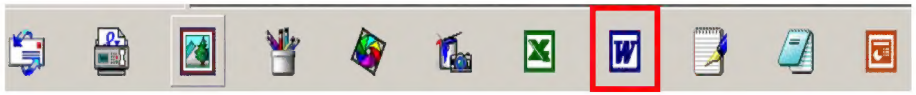
8. You can select the images you want to download by clicking on them or you can select all images by clicking on the **Select All** button

By clicking on the **Transfer** button you will transfer the selected thumbnails to the PaperPort desktop area

You can download the images in PaperPort's default file format - **.max**, which allows the most editing options. By selecting the **Settings..** link , however, you can select other file formats as well: **tiff**, **jpg** or **bmp**



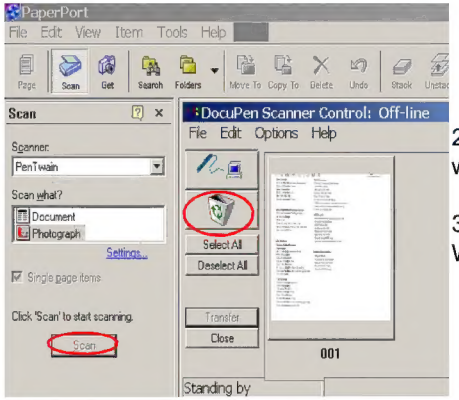
In the PaperPort desktop area you can select an image and it can be run under all the applications that the PaperPort software has detected such as Word, or Excel, etc. All relevant windows applications are automatically listed at the bottom status bar of the PaperPort window. At this moment you can run the OCR function by simply selecting the image and clicking on the Word icon (in the bottom Status Bar)



Erasing the DocuPen Memory

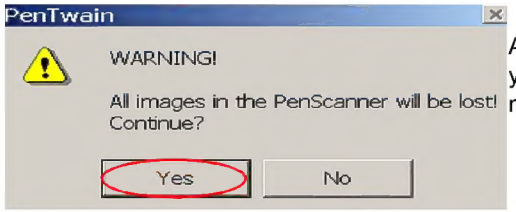
After you have saved the desired image files on your hard disk, it is recommended that you empty the DocuPen's memory bank. By doing so, you ensure maximum storage capacity and optimum download speed.

1. While in PaperPort simply click on the **Scan** button

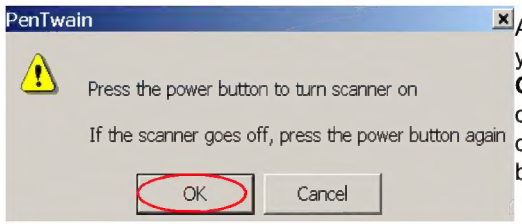


2. The **DocuPen Scanner Control** Window will open

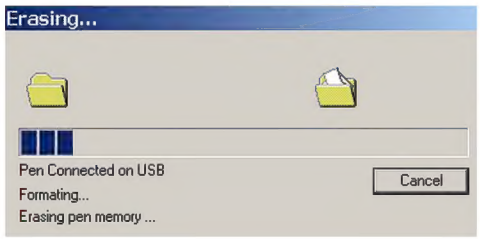
3. In the **DocuPen Scanner Control** Window select the **Recycle Bin** button



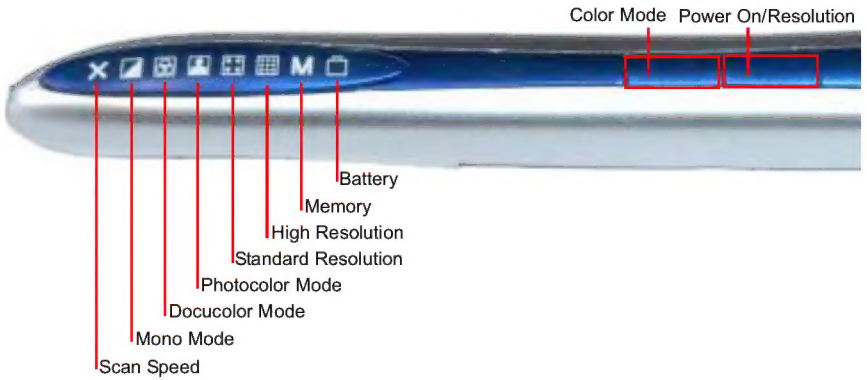
A dialog window will prompt you that you are about to erasing DocuPen's memory bank. Click on the **Yes** button.



A pop-up dialog prompts you to turn your DocuPen ON. Press the **Power ON** button on the DocuPen and click on the **OK** button in the dialog window. The DocuPen memory bank will be erased.



Scan Settings



As mentioned in the beginning of section (page 6) the DocuPen RC800 has two control buttons and eight LEDs indicating the selected scan settings

By pushing the **Power ON/OFF Resolution (Rez)** button you can:

- Turn scanner **ON**. The corresponding LEDs will light on, indicating the current scan settings

- Change between **High Resolution** and **Standard Resolution** setting

- Turn scanner **OFF** - The DocuPen is designed to turn itself OFF automatically. You can also turn it OFF manually by pushing and holding the button for 5 seconds

By pushing the **Color Mode** button you can switch between Mono, Docu Color (Standard Color) and Photo Color setting

Note: You have to start the scanning operation within a few seconds after turning the DocuPen ON. If there is no manipulation, i.e. no movement or no setting-up of the Scan mode, the scanner will turn itself OFF. You will need to turn it ON again.

Following on the next page you can see a detailed explanation of the different Scan modes and the corresponding LED configurations.

Note: For optimal scan quality and memory usage we recommend scanning in Mono mode in 100 and 200 dpi and in Docu and Photo Color Mode in 100 and 200 dpi. (These are DocuPen's default scan values)

LED Indicators

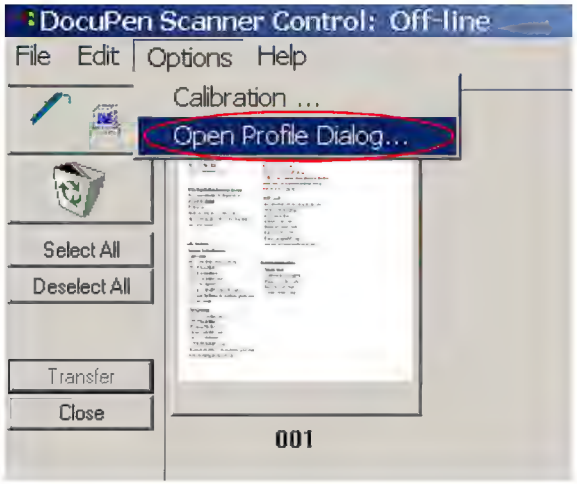
The 8 LED indicators at the top of the DocuPen from left to right indicate the following:

LED	Explanation
Speed	Scan speed indicator - if this LED blinks during scan operation, then slow down. When done scanning, it will blink a few seconds to save into memory.
Mono Color	This LED indicates that the scan will be performed in Monochrome mode.
Standard Color	This LED indicates that the scan will be performed in Standard Document Color mode [12bit color]
Photo Color	This LED indicates that the scan will be performed in Hi Quality Photo Color mode [24bit color]
Standard Rez	This LED indicates that the scan will be performed in standard resolution [100,200 dpi]
High Rez	This LED indicates that the scan will be performed in high resolution. [200,400 dpi]
Memory	This LED shows the available memory capacity. When it flashes in Green 75-100%, Yellow 5%, Red <25% Free
Battery	This LED shows the available battery capacity on the pen When it flashes in Green 75-100%, Yellow 5%, Red <25% Free

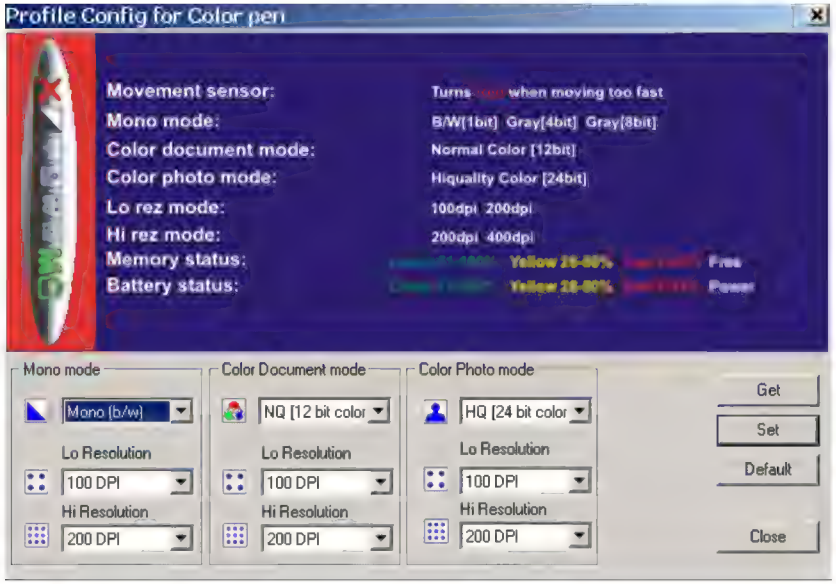
LED Combination	Scan Mode Explained
	Monocolor Standard-rez Mode - Takes the least amount of memory. Best suited for b&w documents, graphics or handwriting.
	Monocolor Hi-rez Mode - Best suited for fine print documents, lower quality faxes or when the result needs to be printed out.
	Docucolor Standard-rez Mode - Best suited for web-view color images (magazines, newpapers)
	Docucolor Hi-rez Mode - Same as above but image is in higher resolution and suited for print.
	Photocolor Standard-rez Mode - Best suited for web-viewing and printing of high quality images
	Photocolor Hi-rez Mode - Best suited for printing of high quality images.**(NOTE: The images scanned in this mode are very large in size!)**

Scan mode - Profile Dialog Box

You can setup the exact values of the color mode and resolution, using the interactive **Profile Dialog Box**. The Profile Dialog is part of the **DocuPen Scanner Control** window and can be started by selecting the **Open Profile Dialog..** from the pull-down menu in the **DocuPen Scanner Control** window.



In the **Profile Dialog Box** you can choose from: (See table on following page)



	Mono Mode	Standard Color Document Mode	Hi-Color Photo Mode
Color Depth	Mono [b/w 1Bpp] Grayscale [4Bpp] Grayscale [8Bpp]	Docu Color [12bit]	Photo Color [24bit]
Standard Resolution	100 or 200 dpi	100 or 200 dpi	100 or 200 dpi
Hi Resolution	200 or 400 dpi	200 or 400 dpi	200 or 400 dpi

You can select the desired values from the corresponding pull-down menus. When desired selection is completed, you can press the **Set button**. You will be prompted to turn the DocuPen ON and then the values will be transferred to the DocuPen.

You can also check the current values in your DocuPen by selecting the **Get button**. You will be then prompted to turn the DocuPen on and then the value will be displayed in the corresponding cell.

By clicking the **Default button** the values will be automatically set to:

	Mono Mode	Standard Color Document Mode	Hi-Color Photo Mode
Color Depth	Mono [b/w]	Normal Quality Color [12bit]	High Quality Color [24bit]
Standard Resolution	100 dpi	100 dpi	100 dpi
Hi Resolution	200 dpi	200 dpi	200 dpi

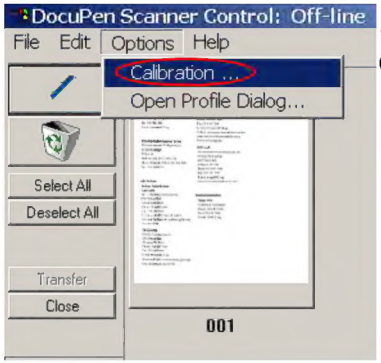
Caution: You must click on the **Set button** after every manipulation of the data. Only then will the data be transferred and saved into the DocuPen!

Caution: Your DocuPen must be connected to your PC!

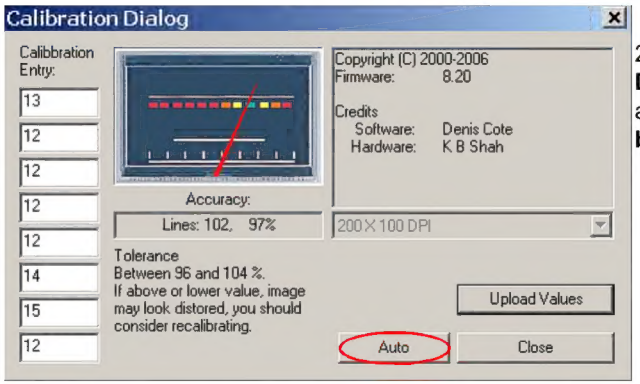
DocuPen Color Calibration procedure

You will need print-outs on letter-sized photo paper for both Color and Roller Calibration. Please download the files from our website (www.planon.com) and print them before starting the procedure

The DocuPen is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only by poor scan quality, e.g. scanned image appears in white or black - meaning that the color conversion tables have been lost.



1. Open the **DocuPen Scanner Control** Window. Click on **Options** and select **Calibration.**



2. In the **Calibration Dialog** window that appears click on the **Auto button**

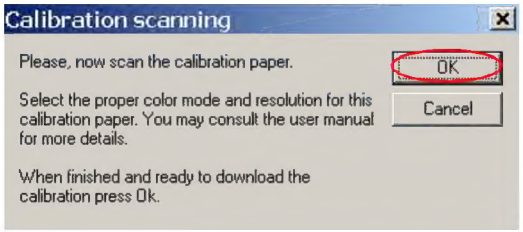
3. In the **Calibration Setup** window that appears please **Calibrate Color** and click **OK**.

4. You will be prompted to turn the DocuPen ON. Press the **Power On** button on your DocuPen and Click **OK** in the Dialog window.

Note: Your DocuPen memory will be deleted!

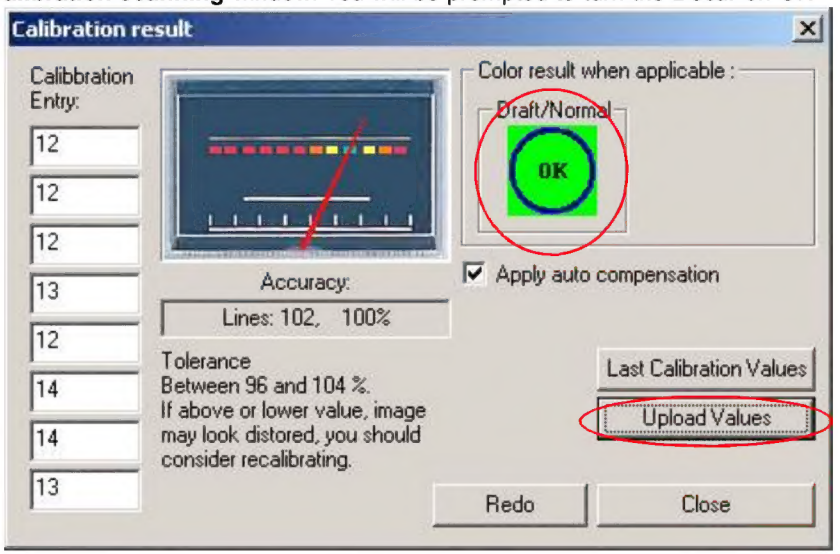
DocuPen Color Calibration Procedure

After the memory has been erased the **Calibration scanning** window will appear.



5. Turn the DocuPen On and scan the **Color Calibration sheet**. For optimal results you must scan in **Photo Mode** and in **Hi-Rez**.

6. After the calibration image is saved into DocuPen's memory, click **OK** in the **Calibration scanning** window. You will be prompted to turn the DocuPen ON



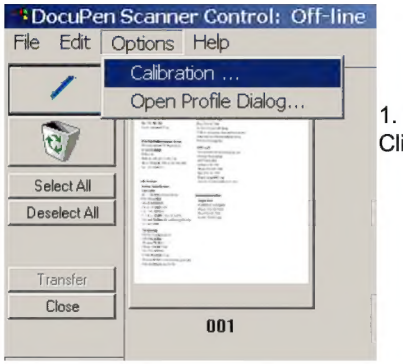
If you see the **OK sign** in the **Calibration result** window, you have successfully calibrated your DocuPen!

7. Finally, click **Upload Values button** in the **Calibration result** window to send the calibration result to the DocuPen. You will be prompted to turn the DocuPen ON. Turn ON the scanner and click **OK** in the dialog window.

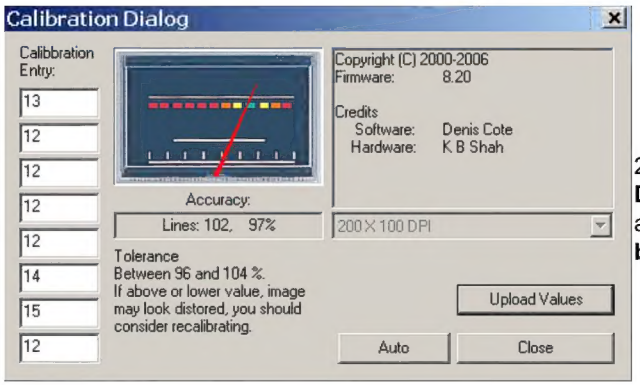
DocuPen Roller Calibration Procedure

If your scanned image looks disproportionally stretched (or shrunk) then you need to calibrate the rollers.

As a rule, color calibration must be done first, before roller calibration



1. Open the **DocuPen Scanner Control** window. Click on **Options** and select **Calibration.**



2. In the **Calibration Dialog** window that appears click on the **Auto button**

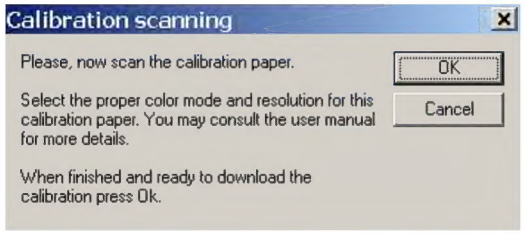
3. In the **Calibration Setup** window that appears please **Calibrate Roller** and click on **OK**.

4. You will be prompted to turn the DocuPen ON. Press the **Power On** button on your DocuPen and Click **OK** in the Dialog window.

Note: Your DocuPen memory will be ERASED!

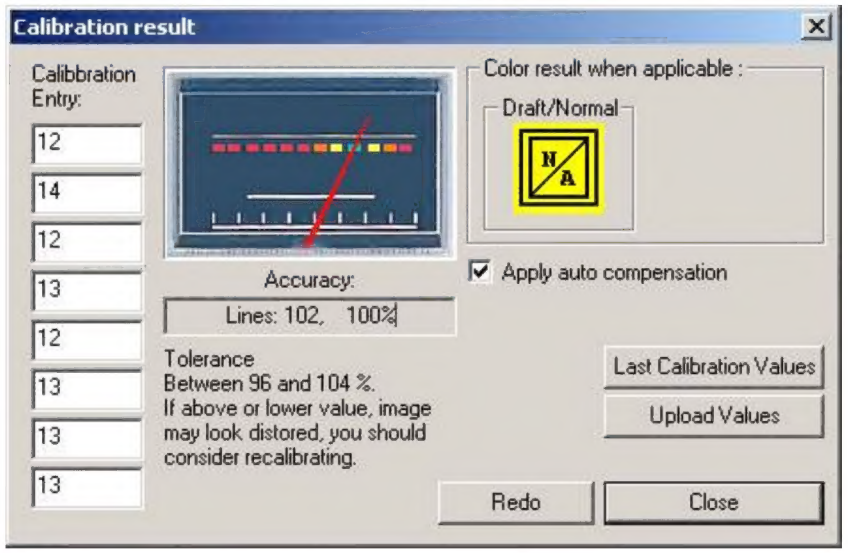
DocuPen Roller Calibration Procedure

After the memory has been erased the **Calibration scanning** window will appear.



5. Turn the DocuPen On and scan the **Roller Calibration sheet**. For optimal results we recommend to perform the Roller Calibration in Mono Mode B/W 1 bit by Resolution 200dpi.

6. After the calibration image is saved into DocuPen's memory, click **OK** in the **Calibration scanning** window. Make sure that the DocuPen is turned ON.



If the accuracy is within 96-104%,you have successfully calibrated the roller!

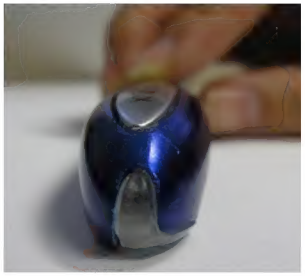
7. Finally, click **Upload Values button** in the **Calibration result** window to send the calibration result to the DocuPen. Turn ON the scanner and click **OK.**

Points to Remember Before You Scan

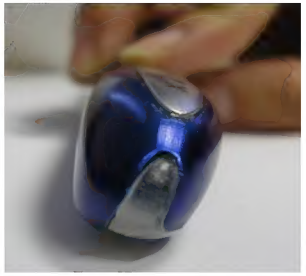
What you scan is what you get. The DocuPen is sensitive to changes in direction and scan speed and records every movement you make. The more uniform your scan swipe, the better your scanned image results. This may take a little practice at first. Scanning too quickly or abruptly changing acceleration causes the **RED X** LED to flash, reminding you to reduce your scanning speed. To obtain the best scan results, note the following:

Hold document

Keep DocuPen flat



Do Not tilt



The document you scan must be well supported on a smooth flat surface. It is recommended that you hold the top of the document with one hand while you scan with the other. Place the DocuPen just above the area you want to scan, with the LEDs on the left side of the document to be scanned.

Detach the USB cable while scanning. It could hinder your gliding motion by pulling on one side of the DocuPen.

Remove staples or clips as they will impede the gliding movement and the resulted scan will be distorted.

Apply even pressure, in the center of the scanner to allow the rollers to rotate smoothly.

Press the **Power ON** button, select the desired color and resolution settings and slowly glide the DocuPen down across the area you want to scan. The unit begins scanning as soon as you start moving the pen. When you stop moving, the scan light (at the bottom of the pen) shuts off and the DocuPen saves the data. You must wait momentarily till the data is stored in memory. The DocuPen will then automatically shut off.

On-board memory and External memory card

DocuPen RC800 is equipped with 8MB on-board Flash-memory and a slot for external Transflash memory card which gives you almost unlimited capacity.

The Transflash memory card slot is located on the right-hand side of the DocuPen under the removable cover.

To remove the cover you have to place your index finger on the right side of the cover (just above the USB port) and gently lift up.

Closed cover

The cover detaches and you see the Transflash memory slot covered by the cradle.

Open Cover/
External memory slot

Slide the cradle to the left and lift it up to open.

Open cradle

Place the Transflash card in the slot, press lightly and close the cradle, sliding t to the right until it clicks. Close the DocuPen cover.

Transflash card inserted

Appendix

A. DocuPen RC 800 Specifications

Size - 8.9”X0.5”x0.5” (226X12x12 mm)

Weight - 2 oz, 57 grams

Resolution - 100-400 dpi

Scan mode - B/W[1bit], Grayscale [4bit/8bit], Standard color [12 bit], Hi color [24 bit]

Scan width - 8" (205mm)

Scan Speed - 4-10 seconds Letter-size page (depending on resolution and color mode)

Memory - 8 MB flash; or external Transflash (sold separately). Transflash memory card slot - 128 MB, 256 MB. The number of pages varies depending on text, graphics, and scanning resolution

Battery - Lithium Ion Rechargeable,

Battery Charge - Full Battery Charge 50 min

Software interface - PenTwain driver & DocuPen application, OCR Software

Scanning method - Contact image sensor

Included Accessories - USB Cable, Leather Case, CD - Installation and Manuals, Quickstart Guides

SOFTWARE SUPPORT

Windows 2000/ME/XP TWAIN driver interface
Windows Imaging or other scan software such as PaperPort OCR
CD-ROM installation disk

B. Proper Handling and Safe Use

Avoid bending or dropping the DocuPen unit.

Do not scan over sharp objects such as staples, or paper clips

Do not store the unit in high, or very low temperatures, or humid or dusty places.

Do not place or drag the scanner lens down on a hard abrasive surface.

If you drop the unit in water or get water inside it, contact your Planon Systems Solutions Inc. representative.

To help keep the scanning area clean, store the unit in the leather pouch when not in use.

After storing for extended periods of time it is recommended to plug the unit in to a USB source to recharge the battery for optimum performance.

If the unit becomes dirty, it can be wiped with a soft damp cloth or alcohol swab.

If unit is left in extreme cold or hot conditions, allow to adjust to normal room temperatures before proceeding to scan.

Avoid any abrasive or harsh chemicals.

Do not leave this device within the reach of children.

C. Technical Support

Planon Systems Solutions Inc.
1-877-DOCUPEN (1-877-362-8736)
docupensupport@planon.com